



FESTIVAL REGISTRATION WORKSHEET

FOR PUBLIC FESTIVALS ONLY AND LIMITED TO 5 CALENDAR DAYS IN DURATION

PUBLIC FESTIVAL NAME _____

Festival Site is located between which streets? _____ and _____

OWNER OF RECORD OF FESTIVAL SITE _____ Telephone _____ FAX _____

Street Address _____ City/State _____ Zip Code _____

PUBLIC FESTIVAL ORGANIZER _____ Telephone _____ FAX _____

Address _____ City/State _____ Zip Code _____

Email Address _____

EXISTING USE OF THE FESTIVAL SITE PROPERTY _____

FESTIVAL INFORMATION

NAME OF FESTIVAL _____

FESTIVAL: Run Date _____ Setup Date _____ Teardown Date _____

TENT INFORMATION

TOTAL NUMBER OF TENTS PROPOSED FOR THE SITE _____

Number of Tents over 2000 sq. ft. _____ (Tents over 2000 sq. ft. require a building permit)

Number of over 2000 sq. ft. Tents used for cooking _____ (Tents over 2000 sq. ft. used for cooking require a building permit)

Number of over 2000 sq. ft. Tents used for assembly _____ (Tents over 2000 sq. ft. used for assembly require a building permit)
Assembly is defined as fifty (50) or more persons

Number of Tents 2000 sq. ft. or less _____ (Tents over 2000 sq. ft. require a building permit)
Including those used for cooking or assembly

ELECTRICAL INFORMATION

WILL MANUFACTURED ELECTRICAL ASSEMBLIES BE USED: ☐ YES ☐ NO (if no, electrical permit is required)
(Manufactured Electrical Assemblies are required to be listed and labeled by a recognized testing agency)

ELECTRICAL CONTRACTOR NAME _____ Telephone (____) _____ FAX (____) _____

Street Address _____ City/State _____ Zip Code _____

License/Registration # _____

Contractor's Emergency Festival Contact Person _____

Please Print Name

Phone Number _____

Cell Phone Number _____

Fax Number _____

Email Address _____

TOTAL REGISTRATION FEE _____

RECEIPT # _____

SIGNATURE

APPLICANT _____ SIGNATURE _____ DATE _____
 Please Print Name

PHONE NUMBER _____ FAX _____



AFFIDAVIT

CAUTION: You alone are responsible for the compliance with City Codes.

PROPERTY OWNER OF RECORD OF THE FESTIVAL SITE

Name (please print) _____
 Street Address _____ Telephone # _____
 City/State/Zip _____ FAX # _____

AGENT FOR THE PUBLIC FESTIVAL

☐ CONTRACTOR ☐ OTHER (SPECIFY) _____

Agent's Name (please print) _____
 Street Address _____ Telephone # _____
 City/State/Zip _____ FAX # _____

AFFIDAVIT

(please check one)

I am the ☐ organizer ☐ agent for organizer of this Public Festival

To be located in the City of Columbus, Ohio at

NUMBER _____ STREET _____

Festival Duration: Start Date/Time _____ End Date/Time _____

- I understand that the Registration of my festival does NOT include other permits that may be required.
- I understand that additional permits may be required for electric, and/or tents.
- I will not contract with someone who is not registered by the City of Columbus to do any required electrical work.
- I understand that I am responsible for assuring that this festival and all tents and related appurtenances are inspected and meet all applicable building and safety codes and are thusly maintained for the duration of the festival.
- I understand that this affidavit is important and I have told the truth on it and all attached papers.

PRINT NAME

SIGNATURE

Sworn to before me and signed in my presence this _____ day of _____, in the year _____

Notary Seal Here

NOTARY PUBLIC OR BUILDING AND DEVELOPMENT SERVICES OFFICIAL

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.